













Calendar Year 2003∞ Accounting and Budget Dates of Interest

January 	13 First day of the 2003 Legislative Session 15 December Fiscal Month Accounting Close (regular accounting close) 31 Performance Measure actuals for quarter ending December 31, 2002 to be entered into PMTES by agencies
February 	5 Agency Quarterly Variance Report explanations due to OFM 14 January Fiscal Month Accounting Close (regular accounting close) 19 Caseload Forecast Council Meeting
March 	14 February Fiscal Month Accounting Close (regular accounting close) 19 March General Fund-State Revenue Forecast
April 	4 OFM letter to agencies asking for Program Structure Change requests 14 March Fiscal Month Accounting Close (regular accounting close) 27 Last day of Regular 2003 Legislative Session 30 Performance Measure actuals for quarter ending March 31, 2003 to be entered into PMTES by agencies Late Agency Quarterly Variance Report explanations due to OFM Late Bond Fund Cash Flow Estimates to State Treasurer (selected agencies only)
May 	2 Due date for agency submittal of Program Structure Change requests 14 April Fiscal Month Accounting Close (regular accounting close) Mid-late OFM 2003-05 Allotment Instructions 23 Tentative date for agency allotments for 2003 Supplemental Budget due to OFM (due date will depend on final passage of 2003 Supplemental Budget)
June 	11 Caseload Forecast Council Meeting 13 May Fiscal Month Accounting Close (regular accounting close) 19 June General Fund-State Revenue Forecast
July 	15 June Fiscal Month Accounting Close (regular accounting close) Mid-late Due date for update of Agency Activity Inventory for 2003-05 from agencies Mid-late Due dates for 2003-05 agency initial allotments to OFM 31 Performance Measure actuals for quarter ending June 30, 2003 to be entered into PMTES by agencies 31 Phase 1 CAFR Close
August 	15 July Fiscal Month Accounting Close (regular accounting close) 15 Statutory date when all agency 2003-05 initial allotments must be submitted to OFM
September 	1st wk (Tentative Date) Agency Departmental Requests due to Governor's Executive Policy Office 2nd wk (Tentative date) OFM Memo to agencies requesting 2004 Supplemental budget requests 12 Phase 2 CAFR Close 15 August Fiscal Month Accounting Close (regular accounting close) 19 September General Fund-State Forecast 19 Federal assistance disclosure forms due to OFM Accounting 19 State disclosure forms due to OFM Accounting 30 Statutory date for OFM to approve agency initial allotments Late Agency Quarterly Variance Report explanations due to OFM
October 	1st wk (Tentative date) Due date for agencies' 2004 Supplemental budget requests Early (Tentative date) Part 1 of 2005-07 Budget Instructions 10 Phase 3 CAFR Close 15 September Fiscal Month Accounting Close (regular accounting close) Mid Agency Reporting on FY 2003 Savings Incentive Account expenditures 31 Performance Measure actuals for quarter ending September 30, 2003 to be entered into PMTES by agencies Last wk Agency Quarterly Variance Report explanations due to OFM
October – November	OFM Review / Recommendations to the Governor on 2004 Supplemental Budget
November 	12 Caseload Forecast Council Meeting 14 October Fiscal Month Accounting Close (regular accounting close) 14 November General Fund-State Revenue Forecast
December 	By first wk Final Budget Decisions on Governor's Budget Proposal 15 November Fiscal Month Accounting Close (regular accounting close) By 20th Governor's 2004 Supplemental Budget to Legislature By 30th Fiscal Note Procedures for 2004 Legislative Session to agencies